



# Wisconsin Elections Commission

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**DATE:** June 9, 2023

**TO:** Wisconsin County Clerks  
Wisconsin Municipal Clerks  
Milwaukee County Election Commission  
City of Milwaukee Election Commission

**FROM:** Meagan Wolfe, Elections Commission Administrator

**SUBJECT:** 2023 Four-Year Voter Record Maintenance

The purpose of this memo is to alert clerks of some important dates and required actions for the 2023 four-year voter record maintenance.

Clerks will use **WisVote** to process returned postcards and update voter records. **Before processing any returned postcards, please view the pre-recorded instructional webinar and carefully review the written instructions provided in the WisVote News posting.**

**June 9 – June 14:** Clerks Review the WisVote training materials and FAQ guide attached to this communication and the pre-recorded webinar at [WisVote Webinars \(2022-2023\): 2023 4-Year Maintenance](#).

- **June 15:** The Notice of Suspension of Registration postcards will be mailed to voters identified as having not voted within the previous four years. Voters sent a postcard will have their voter status in WisVote set to “Active” with a status reason of “Suspended.” Please refer to the training materials above for instructions on how to view the list of voters sent a four-year maintenance post card.
- **July 15:** Deadline for voters to respond to request continuation. Voters who did not request continuation, or whose Notice of Voter Registration Suspension was not returned to the clerk as undeliverable by July 15, 2023, will have their voter status changed to “Inactive” with a status reason of “4-Year Maintenance.”
- **July 31:** Deadline for Clerks to enter information into WisVote for all returned postcards. This information is used to compile the WEC statistical reports. Please enter all information by 5 P.M on July 31<sup>st</sup>.
- **August 1:** The WEC posts the voter record maintenance statistics online. Pursuant to Wis. Stats. §6.50 (2r), the commission must post voter record maintenance statistics online. Therefore, it is imperative that clerks process all returned and undeliverable postcards in WisVote.

*Wisconsin Elections Commissioners*

Don M. Millis, chair | Marge Bostelmann | Joseph Czarnecki | Ann S. Jacobs | Robert Spindell | Mark L. Thomsen

*Administrator*  
Meagan Wolfe